

FY03 SECRETARY OF THE ARMY ENVIRONMENTAL AWARDS

SUBMISSION REQUIREMENT FOR ARMY NOMINATIONS

CONTENTS

1. AWARD CATEGORIES BY FISCAL YEAR	2
2. SUBMISSION REQUIREMENTS	
2.1 MACOM/REGION NOMINATION REQUIREMENTS AND LIMITATIONS. .	2
2.2 SUBMISSION FORMATS	3
2.3 NOMINATION DUE DATES AND ADDRESSES	3
2.4 NOMINATION SUMMARY SHEET	4
2.5 JUDGING CRITERIA	4
2.6 QUESTIONS	4
3. PROCEDURES FOR THE FY03 ARMY ENVIRONMENTAL AWARDS	
AUGUST 2003	5

1. AWARD CATEGORIES BY FISCAL YEAR

The Office of the Secretary of Defense (OSD) made official announcement on 12 Jul 00 that The Secretary of Defense Environmental Awards will follow a two-year rotating schedule for both installation and individual/team awards. In keeping consistent with OSD, The US Army also adopted the rotating cycle as follows:

FY 2003 (Current Cycle)	FY 2004
Installation/Civil Works Facility	Installation/Civil Works Facility
• Natural Resources Conservation, Small	• Natural Resources Conservation, Large
• Cultural Resources Management	• Cultural Resources Management
• Environmental Quality, Non-Industrial	• Environmental Quality, Industrial
	• Environmental Quality Overseas
• Pollution Prevention, Industrial	• Pollution Prevention, Non-Industrial
• Environmental Restoration	• Environmental Restoration
Team/Individual	Team/Individual
• Environmental Excellence in Weapon System Acquisition (<i>Team only</i>)	• Cultural Resources Management
• Natural Resources Conservation	• Pollution Prevention
• Environmental Quality	
• Environmental Restoration	

2. SUBMISSION REQUIREMENTS

2.1 MACOM/REGION NOMINATION REQUIREMENTS AND LIMITATIONS. Each Major Army Command (MACOM) and Installation Management Agency (IMA) Region/Directorate may submit one nominee per each subcategory

- Winners from the last prior year in which an award subcategory was given may not compete in the same subcategory during the FY03 award cycle. For example, an FY02 Cultural Resources Management, Installation, **winner** is ineligible to compete for the **FY03** Cultural Resources Management, Installation award; the **winner** of the FY01 Natural Resources Conservation, Large Installation award, is ineligible to compete for that same subcategory in FY03. However, previous winners are able to compete in other subcategories, provided it meets the criteria.

- Natural and Cultural Resources awards are based on achievements made during the preceding three fiscal years, inclusive of the award fiscal year. Environmental Quality, Pollution Prevention, and Environmental Restoration Awards are based on achievements during the preceding two fiscal years, inclusive of the award fiscal year.
- Nominations for teams should name specific individuals and ***should not*** be used in lieu of a nomination for an installation award. With the exception of small staffs (such as smaller Reserve & National Guard facilities, Civil Works Facilities, or government staff at a Government-Owned, Contractor-Operated facility), an entire environmental department should normally not be submitted as a team. Nominees for teams must include ***at least one*** government employee, military or civilian.
- Nominees for individual awards ***may not*** be contract or contractor employees.

2.2 SUBMISSION FORMATS. MACOM/Region nomination packages and the nominee summary form (see paragraph 2.4) for each are to be submitted in electronic form. Microsoft Word format or portable document format (.pdf) file is acceptable. Submittal by e-mail is preferred, but if sending as an electronic mail attachment is problematical, a 3 1/2-inch computer disc, zip disk, or CD-ROM may be used. Each nomination shall consist of single-spaced text and may use tables to demonstrate program accomplishments. The Army winner in each category will have an opportunity to add additional graphics such as charts, diagrams, photographs, or maps, to further demonstrate excellence prior to submission for DoD competition. Nomination packages will not contain videos or music. The total text and tables of each nomination for Army competition shall consist of no more than 7 pages (single-sided) when printed with narrative font 12-point or larger. The Army winners in each category will be able to expand their package to 10 pages for DoD competition. All other Secretary of Defense Environmental Award format requirements will also apply. (Please note: .pdf files are mandatory for DoD competition, but optional for Army competition.)

2.3 NOMINATION DUE DATES AND ADDRESSES. Nominations will be due to the email or shipment addresses below by close of business on 24 Oct 03.

Electronic mail (preferred):

environmentalawards@aec.apgea.army.mil

MACOMs/Regions should ensure both addresses are included on the electronic transmission.

Computer disc:

Regular Mail: U.S. Army Environmental Center
ATTN: SFIM-AEC-PAO
5179 Hoadley Road
Aberdeen Proving Ground, MD 21010-5401

Express/Courier: U.S. Army Environmental Center
ATTN: SFIM-AEC-PAO
Beal Road, Building E4460
Aberdeen Proving Ground, MD 21010-5401
Telephone (410) 436-1234/1653

MACOMs/Regions anticipating a request for an extension should coordinate immediately with USAEC POCs -- alternate or duplicate addresses may be required. In all cases nominations must be delivered in time for incorporation into Army judges' "notebooks" prior to shipment to the judges. POC telephone numbers: DSN 584-1234 or Commercial 410 436-1234; DSN 584-1653 or Commercial 410 436-1653.

2.4 NOMINATION SUMMARY SHEET. All nominations must be accompanied by a summary sheet (enclosure 2 to the basic memorandum), which provides nomination information and points of contact. In addition, each summary sheet includes a section for a nomination summary (up to six numbered sentences) identifying the nominee's most significant program successes described in the nomination. This section should include specific quantitative examples, and will be used as the bases for developing information for press releases, ceremony programs and summaries to forward to the Secretary of the Army.

2.5 JUDGING CRITERIA. Judging criteria that will be used in the Army selection process are those of the DoD awards guidance (enclosure 3 to the basic memorandum).

2.6 QUESTIONS. Potential or actual nominees with questions should communicate through their MACOM/Region POCs, rather than directly with USAEC, to the greatest extent possible.

PROCEDURES FOR FY03 ARMY ENVIRONMENTAL AWARDS - AUGUST 2003

The following procedures address changes in the Army Environmental Awards Program as a result of TIM implementation. These procedures are not intended to be all-inclusive, but are primarily provided to address many questions USAEC has been receiving regarding impacts of TIM implementation on the Army Environmental Awards Program.

There will be nine award categories this year:

- Natural Resources Conservation, Small Installation
- Natural Resources Conservation, Individual/Team
- Cultural Resources Management, Installation
- Environmental Quality, Non-Industrial Installation
- Environmental Quality, Individual/Team
- Pollution Prevention, Industrial Installation
- Environmental Restoration, Installation
- Environmental Restoration, Individual/Team
- Environmental Excellence in Weapon System Acquisition, Team

USAEC will coordinate and administer the judging process for the FY03 Army Environmental Awards program. All nominations shall be sent to the USAEC POC(s). MACOMs (to include the National Guard, and HQUSACE) will send their nominees directly to USAEC. All Regions and the Reserve Directorate will send their nominees through the Installation Management Agency (IMA) to USAEC.

The IMA Regions, the Army National Guard, and Reserve Directorate may each submit one nomination for each of the sub-categories, as applicable. The nominees submitted by an IMA region will represent a garrison from within that respective region.

A "tenant" organization at an installation that elects to submit a nomination will do so to their respective MACOM. Each MACOM may submit one nomination for each sub-category. As an example, an ATEC tenant at an installation will submit their nomination to ATEC for further consideration. A unit pertaining to the Corps of Engineers Military Programs will submit their nomination to HQUSACE through their proper command channels.

Each Region and MACOM will designate an Awards POC.

Regions and Commands will be responsible for ensuring their nominees DO NOT have any active Notices of Violation or enforcement actions in the category for which they are submitting a nomination.

The deadline for receipt of nominations at USAEC will be 24 October 03. Judging panels will convene in mid November, and the list of recommended winners is sent to the Pentagon shortly thereafter for approval.

USAEC will work with the Regions and MACOMs on a case-by-case basis regarding the submission deadlines. However, it must be recognized that Army winners feed into the DoD competition. Therefore, we must operate within DoD's schedule constraints, and likely cannot extend the Army competition to be as long as some may desire.